



**AD HOC SERVICE SECTOR COMMITTEE**  
**NOVEMBER 20 21, 2002**

**SUBJECT: SERVICE SECTOR**

**ACTION: APPROVE SERVICE SECTOR NOMINATION PROCESS**

**RECOMMENDATION**

Approve Service Sector Council nomination process for incorporation into the Service Sector Governance Policy.

**ISSUE**

At its October meeting, the Board referred the Service Sector Council nomination process to the Ad Hoc Service Sector Committee. The purpose of this board report is to confirm the Service Sector Council nomination process and to define the roles and responsibilities of the various parties for selecting Service Sector Council nominees. In response to the increasing requests for information regarding the Service Sector Councils, and in an effort to help the public understand the nomination process better, staff is recommending approval of the Service Sector Council nomination process. Once adopted, staff will incorporate the Service Sector Council nomination process into the Service Sector Governance Policy.

**POLICY IMPLICATION**

Since the implementation of the Service Sector concept there has been much interest in improving bus service, increasing MTA's accessibility and responsiveness to the public, maintaining a single point of contact for route level service within a geographical area while balancing responsibility with authority. This holds true for Service Sector governance issues as the MTA meets the ever-changing needs and priorities of the transit consumers. The nomination process will establish a framework to define the relationship between the MTA Board of Directors, the Coalition and MTA staff in nominating individuals to the Service Sector Councils. The process provides the flexibility to allow each Coalition to develop their own set of protocols in nominating individuals for MTA Board's review and approval.

**NOMINATION PROCESS**

As part of the adopted Service Sector governance policy and bylaws, the MTA Board shall confirm and appoint members to the Service Sector Councils based on nominations submitted by the coalition. Members of the Councils shall be selected

Metropolitan  
Transportation  
Authority

One Gateway Plaza  
Los Angeles, CA  
90012-2952

to reflect a broad spectrum of interests and geographic areas of the sector. Members may include elected officials and/or private citizens and membership shall be comprised of at least fifty percent transit consumers. The nomination process should provide for maximum outreach, input and review. The attached responsibility matrix defines the roles and responsibilities of the various parties involved in nominating members to the Service Sector Council.

Upon adoption of the Service Sector Governance Policy in September 2002, MTA staff initiated the nomination process by notifying the five Bus Service Sectors to form a coalition for their area. MTA staff facilitated stakeholder meetings that defined requirements for prospective nominees and an understanding of the nomination process. Staff is in continuing discussions with the sectors to assist in the development of their nomination process and to ensure conformance with the Board's policy and direction.

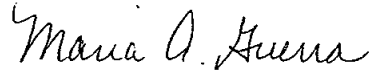
The Coalition's responsibilities include establishing its own process that sets the protocol for nominating individuals. The Coalition will then submit prospective nominees to the Review Committee. The Review Committee receives nominations from the Coalition and ensures the selection is in compliance with MTA Board adopted Sector policies and bylaws. On behalf of the Coalition, the Review Committee submits its written recommendation to the MTA Board Secretary for the Board Selection Committee's review and approval.

The Board Selection Committee composition is geographic and reflects principal MTA Board Members that represent the various regions. The chart (**Attachment B**) reflects all of the MTA Board Members from a specific region. For instance in the South Bay, Western Central, and San Fernando Valley, and Gateway Cities Sectors that encompass portions of the City of Los Angeles, all of the current MTA Board representatives from the City are listed. In **three** four of those sectors the Review Committee would be comprised of a majority of the current MTA Board that constitutes a quorum. An option the Board may consider for those sectors with the City of Los Angeles representation, the Mayor or his designee (one of the other three Mayoral Board Appointees) could be the voting member and the remaining three would serve as ex-officio members. In addition, some concern has been expressed that the City of Los Angeles and the Board of Supervisors would constitute a disproportionate share of the Board Selection Committees. The Board may wish to the modify this to address these concerns.

Each Board Selection Committee will assess their Review Committee's nominations and ensure that it meets with all the requirements of the Board adopted Sector policies and bylaws. Each Board Selection Committee will select a maximum of nine candidates as members of the Service Sector Council. If there are more nominees than positions available, the Board Selection Committee will work with staff and the Coalition to determine the final selection. The Board Selection Committee will submit their written recommendations to the MTA Board Secretary for Board consideration and approval at the next regularly scheduled MTA Board meeting.

For the final step, the MTA Board of Directors will consider approval, by majority vote, the appointment of Council members to their respective Service Sector at a regularly scheduled meeting. Upon Board approval of a minimum of five members for a sector, the Service Sector Council may convene a meeting at any time.

Attachment A – Nomination Process Responsibility Matrix  
B – Board Selection Committee by Sector



Maria A. Guerra  
Chief of Staff



Roger Snoble  
Chief Executive Officer

**SERVICE SECTOR GOVERNANCE  
NOMINATION RESPONSIBILITY MATRIX**

<b>MTA STAFF</b>	<b>COALITION</b>	<b>BOARD SELECTION COMMITTEE</b>	<b>MTA BOARD OF DIRECTORS</b>
<ul style="list-style-type: none"> <li>• MTA staff will notify political subdivisions for five Bus Service Sectors that a coalition be formed for their area</li> <li>• MTA staff will facilitate stakeholder meeting to bring consensus in creating a local process that nominates individuals to the Service Sector Councils</li> <li>• MTA staff will communicate minimum requirements for prospective nominees (i.e., compliance with MTA Policies &amp; Procedures, Federal, State and Local mandates</li> <li>• MTA staff will establish Board Selection Committees comprised of Board Members serving that respective Service Sector area</li> </ul>	<ul style="list-style-type: none"> <li>• Coalition will adopt local process to nominate individuals to their respective Service Sector Council</li> <li>• Coalition will establish a Review Committee</li> <li>• Review Committee will request nomination from the Coalition</li> <li>• Review Committee will submit nominations in writing to the MTA Board Secretary for their Board Selection Committee's review and approval</li> </ul>	<ul style="list-style-type: none"> <li>• Board Selection Committee shall comprise of Board Members for the respective Service Sector</li> <li>• The Committee will meet and review the nominations and select a maximum of nine candidates to be placed on the Service Sector Council</li> <li>• <b>The Committee will ensure that at least fifty percent of the proposed Council members be consumers of transit services and that they live or work in the area;</b></li> <li>• The Committee will submit recommendations in writing to the MTA Board Secretary for Board consideration and approval at the next regularly scheduled meeting</li> <li>• Once the Committee has made its recommendation, all potential nominees will attend an orientation prior to final approval by the Board of Directors</li> </ul>	<ul style="list-style-type: none"> <li>• The MTA Board of Directors shall approve the appointment of members to the respective Service Sector Councils by majority vote</li> <li>• A Service Sector Council may convene following the month after Board approval, as long as a minimum of five members have been approved by the MTA Board of Directors for that sector</li> </ul>

**BOARD SELECTION COMMITTEE BY SECTOR**

**REVISED**

<b>San Fernando Valley Service Sector</b>
Yaroslavsky
Antonovich
Hahn
Roberts
Bernson
Hudson
Yoh

<b>San Gabriel Valley Service Sector</b>
Antonovich
Fasana
Molina
Knabe

<b>Gateway Cities Service Sector</b>
Proo
Knabe
Burke
Molina
Hahn
Bernson
Hudson

<b>South Bay Service Sector</b>
O'Connor
Burke
Hahn
Knabe
Bernson
Hudson
Yoh

<b>Western Central Service Sector</b>
O'Connor
Yaroslavsky
Burke
Hahn
Bernson
Hudson
Yoh

**Sector Manager**

David Armijo

**Sector Manager**

Jack Gabig

**Sector Manager**

Richard Rogers

**Sector Manager**

Dana Coffey

**Sector Manager**

Tracy Daly